

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) *in accordance with Section 8.5.2 of the IRR*;

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**  
Conformity with the Schedule of Requirements; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

### ***“Additional Documents”***

- a. *offered product specifications as supported by brochures or catalogues;*
- b. *certificate of 3-year subscription to HCI software licenses with patches and upgrades;*
- c. *certificate of 3-year warranty on HCI server and certificate of 1-year warranty on other hardware components with on-site repair and maintenance including provision of RTF option (Return-To-Factory);*
- d. *certificate of Technical Support for 1-year with HCI Solution must have direct local support in the Philippines;*
- e. *Provide a notarized affidavit of undertaking for after-sales support, ensuring commitment during the warranty and after the warranty period;*
- f. *Certificate as an authorized HCI Server reseller or partnership agreement from the manufacturer. This ensures the bidder has a direct relationship with the HCI manufacturer and access to technical support, resources, and genuine equipment;*
- g. *Certificate of Training center located within the Mindanao area. Having a local training center in Mindanao allows for easier access to training for USTP staff after installation;*
- h. *Certificate that HCI solution is from a reputable international brand with a local presence and a local depot of parts and supplies;*
- i. *Personnel with valid certifications and proof of employment. The specific certifications demonstrate the bidder’s personnel possess the knowledge and skills necessary for a successful HCI implementation:*
  - i. *At least one (1) Certified Enterprise Network Professional.*
  - ii. *At least one (1) Secured Cloud Computing Practitioner.*
  - iii. *At least one (1) Certified Specialist in Data Center Core and Certified Specialist in Enterprise Advanced Infrastructure.*
  - iv. *At least one (1) Certified Specialist in Enterprise Design.*
  - v. *At least one (1) Trainer with Expert Level Instructor Certificate.;*
- j. *bidder shall present a project organizational structure of the implementation team who shall liaise with USTP and shall implement and support the system 24/7. This document shall be notarized and include the names, contact number and proof of employment of the implementation team:*
  - i. *One (1) Project Manager.*
  - ii. *One (1) Technical Lead.*
  - iii. *Implementation Team: Composed of qualified engineers with experience in HCI deployments.*
  - iv. *Training Team: Led by a certified trainer with an Expert Level Instructor Certificate. Comprised of personnel with relevant HCI certification (e.g., network security, storage) depending on the specific training modules offered.*

- k. HCI Solution manufacturer/vendor must have Capability Maturity Model Integration (CMMI) Level 5 certified to ensure the maturity and long-term support of the HCI manufacturer/vendor.*
- l. HCI Solution manufacturer/vendor is included in the Gartner Magic Quadrant for Hyperconverged Infrastructure to ensure long-term support.*
- m. Experience in supplying and installing HCI systems.*

## **II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original Bid Form duly signed by BAC Chairperson; **and**
- (c) Original of duly signed and accomplished Price Schedule(s).